

I. GENERAL INFORMATION

1. SOLICITATION NUMBER:	SOL-72030618B00016
2. ISSUANCE DATE:	April 19, 2018
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:	May 04, 2018 no later than 16:30 Kabul time
4. POSITION TITLE:	Program Analyst (Monitoring and Evaluation Specialist)
5. MARKET VALUE:	GS-13 (\$75,628 - \$98,317) Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE:	The period of performance is one year, with the possibility of extensions.
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. WHO MAY APPLY:	United States Citizens (including United States Permanent Residents) and Third Country (non-US, non-Afghan) Nationals*
9. SECURITY LEVEL REQUIRED:	As an employment pre-condition, the successful applicant is required to obtain a Secret clearance (if U.S. Citizen), or Moderate Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident or Third Country National)

10. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract:**

The Program Analyst (Monitoring and Evaluation Specialist) plays a vital and challenging role in USAID/Afghanistan's performance monitoring, evaluation, and learning system, working closely with the Monitoring, Evaluation and Learning (MEL) team lead to ensure effective implementation of the Mission's monitoring and evaluation (M&E) procedures. In addition to M&E practices common in USAID, M&E procedures in this Mission include emphasis on a Multi-Tiered Monitoring approach, and particular attention to monitoring compliance with Mission and Agency M&E policies and requirements. As a member of the MEL team, the incumbent oversees management and/or utilization of external mechanisms employed to provide M&E support services to the Mission. That responsibility includes, but is not limited to, oversight of the Mission's M&E contract(s) as well as building capacity of MEL team members who have responsibilities in facilitating the service delivery functions of the M&E Contract.

The incumbent is responsible for ensuring clear communication, efficient coordination and providing technical expertise for Mission technical offices so they are able to utilize external mechanism(s) to meet the Mission's monitoring and learning needs. This includes frequent contact with office chiefs, Contracting Officer Representatives (CORs), Agreement Officer Representatives (AORs), On-budget Monitors (OBMs), and Activity Managers (AMs) in USAID Technical Offices; as well as collaboration with the Office of Acquisitions and

*Please see Section 11: Area Of Consideration

Assistance (OAA) when necessary. The incumbent plays a critical part in the management and implementation of the Mission's independent monitoring (i.e., third party monitoring) portfolio, which supports COR/AOR/OBM/AMs to provide oversight and verification of activity implementation throughout Afghanistan through the use of local third party monitors.

The incumbent contributes to the MEL team's responsibilities in effectively organizing information about USAID/Afghanistan's complex and dynamic M&E portfolio for accountabilities to Mission management, the U.S. Embassy, the Government of Afghanistan (GoA), USAID/Washington, auditing bodies, implementing partners, and the general public. The work of the incumbent requires developed skills in capacity building and mentoring as well as a high level of independent initiative, excellent communication, strong customer service orientation, and attention to detail.

2) Statement of Duties to be Performed:

The incumbent is based at the U.S. Embassy in Kabul with USAID/Afghanistan, in the Office of Program and Project Development (OPPD), and reports to the Monitoring, Evaluation, and Learning (MEL) Team Leader. The incumbent is a technical specialist for OPPD's performance management, monitoring, and reporting efforts in compliance with the Mission policies and standards.

Major responsibilities

1. Serves as COR, alternate COR, or Activity Manager for the mission-wide M&E contract, providing oversight for Mission M&E deliverables including evaluations, assessments, and the Mission's third party monitoring portfolio; responding to demands for services and coordinating communication between the contractor and COR/AOR/OBM/AMs; reviewing work plans and reports; monitoring quality control of final deliverables; providing technical support to Technical Offices in identifying monitoring needs; promoting the sharing of good practices through meetings and documentation; identifying innovative third-party monitoring approaches successfully used by other missions or donors; and ensuring that active learning and feedback loops are incorporated in USAID's field monitoring and verification efforts.
2. Represents OPPD in delivering technical M&E oversight to ensure Technical Offices implement Mission and Agency M&E policies and requirements, including design of evaluations, development of high quality MEL plans, creating and coordinating third-party monitoring plans, and coordinating external reporting. The incumbent coordinates with all Technical Office chiefs and mentors M&E Backstops to ensure COR/AOR/OBM/AMs are engaged in reviewing progress and compliance issues, and to strengthen recommendations to improve Mission performance management practices.
3. Designs, facilitates and/or coordinates with other MEL professionals to deliver in-house training on M&E for USAID staff, government counterparts, and implementing partners. Using social science methodology, development theory and research study design, leads the MEL team in the development of effective M&E tools, templates, guides, and materials that improve efficiency, promote learning, and ensure compliance with Mission M&E policies and requirements among all Mission staff and

particularly COR/AOR/OBM/AMs.

4. Works collaboratively within OPPD to plan and deliver products jointly produced by OPPD, including materials for portfolio reviews, monitoring reviews, annual planning and performance reporting, and other required external reporting and communications deliverables.
5. Collects, analyzes, and synthesizes information to inform and strategically guide program planning, design, and performance management. Contributes to M&E related communications materials, including for Mission leadership and the general public.
6. Collaborates with other members of OPPD in planning implementing partner meetings, high-level United States Government (USG) visitors, countdown meetings, and similar events. In advance of these events, contributes to the preparation of high-quality briefing materials, scene setters, fact sheets, dashboards, and talking points.
7. Advises the OPPD Director and Deputy Director; the MEL Team Leader; and other OPPD professionals on performance management, evaluation, and third-party monitoring of technical and strategic issues. Serves as Acting MEL Team Lead when needed.
8. The incumbent provides mentoring and coaching to local CCN staff under her/his supervision and trains them as needed to further enhance their technical expertise and supports them to increase staff capacity in the Mission.

3) USAID Consultation or Orientation (if applicable):

The selected applicant shall proceed to the Washington, DC area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat CT-650 (FACT) and the Afghanistan Familiarization RS-415 (FAM) courses (if FAM was not completed within the past five years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

4) Supervisory Relationship:

Incumbent will have direct oversight responsibility for up to two (2) Cooperating Country Nationals (CCN) staff.

5) Supervisory Controls:

Incumbent is supervised by the MEL Team Lead. This position requires significant independent initiative and has significant autonomy, within the scope of delegated authorities. The incumbent, as representative of the Contract Officer (CO), will need to work independently in making decisions within the scope of delegated authority for that role. The MEL Team Lead will provide overall strategic guidance for this position, with additional direction to the incumbent provided as needed and requested. The MEL Team Lead will review performance through observation, consultation, and feedback from technical offices and the Contract Officer.

AREA OF CONSIDERATION:

According to ADS 309.3.3, a “USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. USPSCs are also preferred over TCNPSCs with equivalent qualifications.”

Therefore, United States National (USN) offerors will be evaluated in isolation first and only when/if there is no USN qualified, only then Third Country National (TCN) offerors will be considered.

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain a Secret clearance (if U.S. Citizen), or Medium Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident);
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPSC:

- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to obtain Medium Risk Public Trust (MRPT) access authorization;
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.
- Employment is subject to funds availability and all the required approvals obtained.

11. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

12. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) **Education:** A Master's degree in Monitoring and Evaluation; Program Evaluation; Public Administration; Public Health; Public Policy, International Policy; Anthropology; Sociology; International Development; Strategic Management; or Business Administration is required. (Education requirements must be met at the time of application for the subject position).
- b) **Work Experience:** A minimum of seven (7) years of progressively responsible, professional level experience with international development in planning, designing, managing or implementing project management including programming support to deliver technical expertise in performance monitoring and evaluation processes is required. Previous experience with data collection and analysis is required. Previous experience managing contracts or awards is required. (Work experience requirements must be met at the time of application for the subject position).

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplemental document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately the experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include

their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

FACTOR #1:

Describe your demonstrated knowledge of recent and relevant policies and practices related to performance monitoring, third-party monitoring, performance data collection and analysis, and/or evaluation.

FACTOR #2:

Outline your project management experience, highlighting how you exercise considerable professional judgment in the organization, prioritization, and management of tasks, particularly as they relate to managing and tracking performance monitoring, third-party monitoring, and/or evaluation.

FACTOR #3:

Describe your ability to work collaboratively, build consensus, mentor, and effectively coordinate with technical, professional staff and implementing partners in a multi-cultural setting.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors:

Factor #1	15 points
Factor #2	10 points
Factor #3	5 points

Interview Performance: 70 points

Interview questions will revolve around the following areas:

- Work with multi-cultural professional teams to complete deliverables
- Manage and produce high quality performance monitoring, third-party monitoring, and/or evaluation deliverables.
- Communicate how principles of M&E based on USAID policies are applied in practice to support quality in analysis, reporting, and learning.
- Deliver complex products that use data for analysis using through presentations, training, and reporting.

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

IV. **APPLYING**

All applications must be submitted electronically by e-mail with the subject line **SOL: 72030618B00016- Program Analyst (Monitoring and Evaluation Specialist)** to: AfgPSCjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation prior the closing date and time specified in Section I, item 3 mentioned above unless revised. The highest ranking applications may be selected for an interview.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. U.S. Government AID 302-3 (signed) form which is available at the following website: <https://www.usaid.gov/forms/aid-302-3>
2. A current curriculum vitae (CV) or resumé.
3. A minimum of three (3) professional references with telephone and e-mail contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the work experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. TAXES

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRAT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC and TCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR)**,
 - **Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”**
 - **Appendix J**, “Direct USAID Contracts with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct**. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.